

Information for Event Organisers – 21 December 2020

Key information

Summary

All of New Zealand is currently at Alert Level 1. This means there are no longer any restrictions on gatherings. If New Zealand moved to a different Alert Level, event organisers would need to adhere to the rules and restrictions in place at that time.

However, it is critical for the protection of the population and the economy going forward that you maintain a robust COVID check-in/contact tracing system. Our biggest risk is complacency in this area. In the event of an outbreak we will need to know who has attended your event. Outlining your expectations of 'expected behaviours' ahead of your event to your attendees, for example contact tracing, staying home if unwell, is paramount.

Public Health Units (PHUs) are part of your local District Health Board. The PHU in your region will lead any response to COVID-19. The PHUs have received a full summer response pack from the Ministry of Health containing a range of products to enable them in leading their local level response. You may wish to proactively contact your PHU ahead of your event to introduce yourself and discuss who will be your single point of contact for communications/information.

The most important things people can do this summer to protect themselves and others are:

- hand hygiene- event organisers assist by having plentiful hand washing and hand sanitising facilities/stations available
- scanning of COVID Tracer App QR codes (and switching Bluetooth on)
- coughing and sneezing into your elbow
- regular cleaning of high touch surfaces and objects
- staying home if sick and seeking medical advice.

Thank you for your commitment to protecting New Zealand. We encourage you to keep updated about any Alert Level or Health Order changes through the covid19.govt.nz/ website. Your cooperation and support is paramount to keep New Zealand safe.

These measures help to ensure we can keep New Zealand COVID-free.

Key information and documents for reference

Key Health Messages for Christmas Summer Holidays 2020/21

Encourage participants of your event to be 'COVID conscious'

- QR codes are visible and located in multiple places in your venue/at your event. If you are hosting a large-scale event you might need to have the QR code displayed within different 'zones'.
- Ensure you communicate in the lead up to your event what's required of participants e.g. communications beforehand outlining contact tracing requirements, not attending if unwell and recommended hygiene practices for the day/event.
- Have plentiful hand washing and hand sanitising facilities/stations available. This may need to be in addition to your bathroom facilities.

- Be aware of the alert level in the lead up to and during your event. You may need to scale back your event or impose additional restrictions to keep your participants safe.
- Have a regular cleaning schedule – especially for 'high touch' objects and surfaces which will be touched or used by many people such as handles and bathroom facilities.
- Display signage/posters to reinforce public health messages eg: contact tracing, hand washing and physical distancing.
- Carry a mask or face covering so that you can use it when needed.
- The Events Sector Voluntary Code outlines a high-level overview of what the event sector can do to safely deliver events. <https://www.majorevents.govt.nz/assets/Major-Events/new-zealand-event-sector-voluntary-code.pdf>
- Please refer to the Ministry of Health's Summer Key Messages document – for summer related public health messaging.

Ministry of Health advice to Public Health Units on mass gatherings

Contact tracing following an event could involve large numbers of people. Individually contacting attendees outside of contact tracing will require alternative approaches such as mass media.

Everyone attending an event must 'check-in' preferably electronically by scanning the COVID-19 QR code or through an electronic register. **In the event of an outbreak we will need to know who has attended your event. We would need this concise information as soon as possible to enable contact tracing to begin.** PHUs and event organisers are not expected to do contact tracing themselves, the National Contact Tracing Service will do this.

To facilitate this:

- Event organisers should take steps to ensure that everyone is checked-in
- QR codes should be easily visible and posted at all event locations
- QR codes should be consistent throughout the event (i.e. there should not be different QR codes posted around the event locations, they should all be the same)
- For multi-day events consideration should be given to ensure that there are enough charging facilities for mobile devices
- If attendees do not have the COVID Tracer App or it is more reliable to capture attendees in a register, the organiser should ensure that the following information is captured (in an electronic format);
 - first name,
 - last name,
 - date of birth
 - email
 - mobile phone number
 - time of entry

Electronic registers should be readily available to Public Health Units should they be requested.

Additional resources

- [Public Health Units and districts covered](#)
- [Public Health Unit Contact Details](#)
- [Make Summer Unstoppable – Event checklist](#)